

**CLASSIFICATION:** CHIEF PHARMACIST

**Class Code:** 1890-30

**Date Established:** 09-28-92

**Occupational Code:** 7-4-3

**Date of Last Revision:** 12-02-15

**Exempt Status:** Exempt

**BASIC PURPOSE:** To supervise the operation of a pharmacy ensuring compliance with the provisions of state laws, rules, and regulations, as well as federal drug laws as appropriate.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Licenses pharmacy as the Pharmacist-In-Charge and performs pharmacist functions as required.
- Evaluates, develops and implements policies and procedures for the operation of an agency pharmacy.
- Supervises and evaluates work performance of other pharmacists and supports employees in the pharmacy unit in coordination with agency administration.
- Evaluates and prepares agency purchase orders for all pharmaceutical supplies for the unit to which assigned.
- Interprets prescriptions, selects ingredients, and determines pharmaceutical, chemical, physical or physiological incompatibilities.
- Implements decisions of the pharmacy and therapeutics committee, develops recommendations for the proper use of medicinals, attends professional and administrative meetings for the purpose of determining short and long-range goals.
- Compiles and interprets data to be used for the planning and implementation of projects for quality assurance and improvement.
- Conducts training sessions for personnel on pharmacy functions, operations procedures and the use of psychotropic medication.
- Develops, monitors, and manages the budget for the pharmacy unit.
- Maintains necessary records to control drugs and chemical supplies and transactions as required by state law and federal regulations.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in evaluating, planning, or integrating analysis of data to formulate current and long-range solutions, strategies, or policies of a specialized or technical nature.

**Knowledge:** Requires expertise in a highly specialized, technical, or professional discipline to manage or create policy at a systemwide administrative level.

**Impact:** Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organizational goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

**Supervision:** Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees or approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating systemwide policies and procedures.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college of pharmacy or department of a university accredited by the American Council on Pharmaceutical Education and approved by the New Hampshire Board of Pharmacy.

**Experience:** Eight years of experience as a Pharmacist, preferably with some experience in an institutional pharmacy.

**License/Certification:** Must be licensed by the New Hampshire Board of Pharmacy. Must provide proof of passing the Pharmacist in Charge (PIC) examination within sixty (60) days of employment.

**RECOMMENDED WORK TRAITS:** Thorough knowledge of the principles and practices of professional pharmacy administration and the ability to apply them in the operation of an institution pharmacy. Thorough knowledge of pharmacology and pharmacotherapy applied to the care of patients with psychoneurotic and psychotic disorders. Ability to supervise subordinates. Ability to prepare pharmaceutical compounds on a volume basis. Ability to discuss with physicians the various medications prescribed and to point out the possible interaction of drugs prescribed. Ability to adapt drug dispensing programs in an institutional setting. Skill and exceptional accuracy in the preparation and dispensing of drugs. Must have good color perception, manual dexterity and hand/eye coordination. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.